CHECKOUT LAUNCH CONTROL SYSTEM (CLCS) BUSINESS RECORDS

PROCESS	BUSINESS RECORD TITLE	RESPONSIBLE FOR COMPLETION	FILE LOCATIO N (Office No.)	RETENTIO N PERIOD	ARCHIVE LOCATIO N	ARCHIVE PERIOD
Property Management - Processing of Excess Items KDP-P-1182-BASIC	NASA Form 1602 - NASA Equipment Management System (NEMS) Transaction Document	CLCS Property Custodian	PCC Rm 3084	Until item is removed from Property Account	N/A	N/A
	CLCS Property.fp3 (database)	CLCS Property Custodian	PCC Rm 3084	Until item is no longer on Property Account or to the end of project.	N/A	N/A
	NASA Equipment Management System (NEMS)	NASA/LO-SOD-1	NASA Wide (physical location unknown)	External/ Unknown	N/A	N/A
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KENNEDY SPACE CENTER BUSINESS MANAGEMENT SYSTEM

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KDP-KSC-F-1147
Rev: Basic